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Report For Week Ending 15 October 1957
From
Records Center

During the week the following accessions were made:

OCR	119 Cu	Ft.
PERS	40 "	"
ONE	1 "	"
MS	3 "	"
COMPT	59 "	"
ORR	10 "	"
OO	4 "	"
OSI	2 "	"
MEDICAL	1 "	"
OL	7 "	"
TOTAL:	246 Cu.	Ft.
Finished Intelligence	55 "	"
TOTAL:	301 Cu.	Ft.

Map Negatives	985 Cu.	Ft.
Records Holdings	24,581 "	"
Distribution Material Holdings	10,864 "	"
TOTAL:	36,430 Cu.	Ft.

Distribution Material Disposed of at Center	5 Cu.	Ft.
Distribution Material Transferred from Center	25 "	"
Records Disposed of at Center	0 "	"
Records Transferred from Center	2 "	"
TOTAL:	32 Cu.	Ft.

Accessioning

The Office of Personnel retired 40 cubic feet of records containing Official Personnel Folders. This brings the total holdings of personnel folders to 175 cubic feet. This figure excludes folders retired by MPD.

There were 4 cubic feet of Top Secret binders received from Central Top Secret Control to be integrated with other binders in Supplemental File.

Disposal

The Engineering Office is in the process of constructing a metal fence around the incinerator; thereby, enabling material to be destroyed unattended.

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General

The emergency shelving which is to be erected in the processing areas has been received by the Logistics Office at Headquarters. This shelving will be erected sometime in the near future to ease the space problem.



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Chief, Records Center Division

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The following figures indicate the space utilization by operating component within the Center:

<u>Operating Component</u>	<u>Available</u>	<u>Utilized</u>	<u>Total</u>
Supplemental Distribution	1,578	10,332	11,910
DD/P	1,410	7,320	8,730
DD/S	382	7,958	8,340
DD/S (Compt.Grilled Area)	61	419	480
DD/I	664	6,776	7,440
DD/I(Grilled Area)	1,133	2,647	3,780
DCI	3	27	30
Map Negative	<u>605</u>	<u>985</u>	<u>1,590</u>
 TOTAL:	 5,836	 36,464	 * 42,300

* This total includes 1,080 cubic feet of emergency shelving that has been erected in the Center.

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